

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

FOOD SERVICES SUPERVISOR

JOB DESCRIPTION

Employees in this job direct or assist in directing the food services operation in state facilities. The employee works within administrative guidelines, regulations, work directives, and cookbooks; develops policies and procedures; supervises the overall activities of the food services operation; plans meals; and reviews the work of lower level food services staff to ensure conformance with established guidelines, methods, policies, and procedures.

There are four classifications in this job.

Position Code Title – Food Services Supervisor-1

Food Services Supervisor 9

The employee directs the work of subordinate staff in the operation of a shift; or serves as the assistant to a Food Services Supervisor 10 and is responsible for preparing 300 to 499 servings per meal.

Position Code Title – Food Services Supervisor-2

Food Services Supervisor 10

The employee directs a food service operation that prepares 300 to 499 servings per meal; Or serves as the assistant to a Food Services Supervisor 11 or 12 and is responsible for preparing 500 to 899 servings per meal; Or supervises two or more Food Services Leader – Prisoner E9 positions.

Position Code Title – Food Services Supervisor-3

Food Services Supervisor 11

The employee directs a food service operation that prepares 500 to 899 servings per meal; or serves as the assistant to a Food Services Supervisor 12 and is responsible for preparing 900 or more servings per meal.

Position Code Title – Food Services Supervisor-4

Food Services Supervisor 12

The employee directs a food service operation that prepares 900 or more servings per meal.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, directs, and supervises the preparation and cooking of meals, food reconstitution, and the proper use of equipment in a safe and sanitary environment.

Requisitions and purchases food supplies. Checks delivered food supplies for quantity and quality. Supervises food storage and maintains inventory control.

Directs the overall sanitation procedures for conformity to prescribed policies, procedures, and regulations.

Coordinates and supervises food service personnel in the proper distribution and portioning of food in a cafeteria and/or on conventional tray line operations.

Conducts audits according to agency guidelines to ensure food service quality, environmental safety, and infection control.

Plans and prepares menus, ensuring good menu balance, proper food portioning and distribution, and quality control to meet nutritional food standards.

Tests and approves new recipes for use.

Develops and enforces policies and procedures.

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Directs the planning of work schedules. Reviews staffing patterns to ensure proper assignments. Approves work schedules.

Develops budget recommendations. Estimates food and equipment costs to maintain budgetary control.

Coordinates activities with those of staff in other areas to determine and secure residents' food service needs.

Oversees equipment maintenance. Requests equipment repairs or replacement.

Substitutes for lower level workers as needed.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the areas is required at the 9-level, considerable knowledge is required at the 10-and 11-levels, and thorough knowledge is required at the 12-level.

Knowledge of quantity food preparation, services, procedures, and practices.

Knowledge of the nutritional value, adaptabilities, and uses of various foods.

Knowledge of mathematical calculations used in determining the number of servings in a given amount of food.

Knowledge of numbers and types of workers needed to staff a large food service operation.

Knowledge of equipment and supplies used in quantity food preparation and service and its care and operation.

Knowledge of quantity food purchasing, receiving, and storage.

Knowledge of quality assurance, infection control, and environmental safety procedures.

Knowledge of occupational hazards and safety regulations and rules.

Knowledge of standards of sanitation and cleanliness employed in handling food.

Knowledge of employee policies and procedures and supervisory techniques.

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Knowledge of equal employment opportunity and affirmative action policies and procedures.

Ability to prepare work reports and correspondence.

Ability to maintain inventories and requisition supplies and equipment.

Ability to instruct, evaluate, and supervise employees.

Ability to plan work schedules and maintain work standards.

Ability to operate equipment and tools used in the food service industry.

Ability to communicate and work well with others.

Ability to maintain favorable public relations.

Working Conditions

Some jobs require an employee to work in a hostile environment.

Some jobs require direct contact with prisoners.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require an employee to work where there is a significant chance of injury.

Physical Requirements

The job duties require an employee to lift 50 pounds.

The job duties require an employee to move heavy objects.

The job duties require an employee to stand for long periods.

Education

No specific amount or type is required.

Experience

Food Services Supervisor 9

Two years of experience equivalent to a Cook 7 overseeing a variety of large quantity cooking and food preparation tasks.

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Food Services Supervisor 10

One year of experience equivalent to a Food Services Supervisor 9 or a Food Services Leader - Prisoner E9.

Food Services Supervisor 11

Two years of experience equivalent to a Food Services Supervisor 9 or a Food Services Leader - Prisoner E9.

OR

One year of experience equivalent to a Food Services Supervisor 10.

Food Services Supervisor 12

Two years of experience equivalent to a Food Services Supervisor 10.

OR

One year of experience equivalent to a Food Services Supervisor 11.

Alternate Education and Experience

Food Services Supervisor 9

Possession of an associate's degree in dietetics; food services management; hotel, restaurant and institution management; or human nutrition and one year of experience equivalent to a Cook 7 overseeing a variety of large quantity cooking and food preparation tasks.

Possession of a bachelor's degree in dietetics; food services management; hotel, restaurant and institution management; or human nutrition and no experience.

Food Services Supervisor 10

Possession of an associate's degree in dietetics; food services management; hotel, restaurant and institution management; or human nutrition and two years of experience equivalent to a Cook 7 overseeing a variety of large quantity cooking and food preparation tasks.

Possession of a bachelor's degree in dietetics; food services management; hotel, restaurant and institution management; or human nutrition and one year of experience equivalent to a Cook 7 overseeing a variety of large quantity cooking and food preparation tasks.

Special Requirements, Licenses, and Certifications

Experience gained in bars, fast food enterprises, lounges, saloons, and taverns is not qualifying experience for this classification.

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The Department of Corrections will not hire individuals who convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FOODSRSPV

Job Code Description

Food Services Supervisor

Position Title

Food Services Supervisor-1
Food Services Supervisor-1PP
Food Services Supervisor-2
Food Services Supervisor-2PP
Food Services Supervisor-3
Food Services Supervisor-3PP
Food Services Supervisor-4
Food Services Supervisor-4PP

Position Code

FOODSPV1
FOODSPV1
FOODSPV2
FOODSPV2
FOODSPV3
FOODSPV3
FOODSPV4
FOODSPV4

Pay Schedule

NERE-089
NERE-032P
NERE-090
NERE-034P
NERE-093
NERE-035P
NERE-095
NERE-037P

ECP Group Three
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